

 <p>STATE OF INDIANA CLASSIFICATION SPECIFICATION</p>	Class Title: Administrative Secretary 2		Class Code: 003MB2
	FLSA Status: Non-Exempt	Salary Schedule: COMOT 2	Effective Date:
	Summary Incumbent serves as administrative support to one or more high-level administrators within a state agency.		

Duties:

- Receives visitors and answers telephone inquiries and routes appropriately;
- Receives, opens, screens and distributes mail;
- Takes and transcribes dictation and types letters, memos, minutes, statistical reports and forms such as budget reports;
- Types and reviews correspondence for punctuation, spelling and other grammatical errors;
- May recommend changes in office procedures, forms used, purchase of equipment, material formats and composition of correspondence and reports;
- Locates and compiles data and collates material for special projects and reports;
- Processes and maintains detailed paperwork and files relating to function of unit;
- Maintains accurate appointment calendar;
- Performs related duties as assigned.

Job Requirements:

- Working knowledge of clerical procedures used in performing specialized office duties;
- Working knowledge of specialized forms and procedures used in the assigned work;
- Working knowledge of correct grammar, spelling, punctuation and arithmetic;
- Effectively communicate, both orally and in writing;
- Basic knowledge of agency program terminology and special regulations;
- Basic knowledge of the policies, programs and activities of the office and the ability to apply these to pertinent situations;
- Ability to prepare and write correspondence and reports of technical or specialized nature;
- Ability to arrange meetings and conferences including the preparation of pre- and post-conference materials.

Difficulty of Work:

Incumbent performs moderately complex and varied tasks following established procedures and practices.

Responsibility:

Incumbent makes choices as to form and format to be used following procedures set within the agency. Incumbent performs a variety of relatively standardized tasks and is required to make decisions and use judgment. Incumbent receives instructions for new and complex tasks. Work is reviewed upon completion. Errors may result in substantial loss of time and embarrassment to the agency. The assignments are implemented in accordance with policies and procedures of the agency as well as specific laws and regulations. The incumbent follows the policies and procedures while exercising independent judgment. Confidentiality of records and activities of selected personnel must be maintained.

Personal Work Relationships:

Personal work relationships are with the immediate office staff, supervisor, the public and department and agency representatives from local, state and federal levels to explain departmental policies and clarify information as requested.